



COLLEGE OF ARTS & SCIENCES

School of Media & Strategic Communications

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## Internship Supervisor Evaluation Form Spring 2019

**Internship Supervisors...**  
**please email completed form no later than May 3, 2019, to:**  
**[gina.noble@okstate.edu](mailto:gina.noble@okstate.edu)**

Intern's Name: \_\_\_\_\_

Place of Internship: \_\_\_\_\_

Dates of Internship: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Name and Title of Supervisor completing evaluation:

\_\_\_\_\_

Supervisor's phone number: \_\_\_\_\_

Supervisor's email: \_\_\_\_\_

**NOTE: It is important that the "Internship Supervisor" review this evaluation with the student.**

Date evaluation reviewed with student-intern: \_\_\_\_\_

Student signature: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

## Overall Evaluation of Intern

1. Please describe the student's internship duties with your organization.
2. Please evaluate the student's performance in terms of her/his interpersonal relations with supervisors, colleagues and public contacts.
3. Please provide comments regarding the intern's overall performance during the internship. This includes any advice, praise and/or constructive criticism. The goal of constructive criticism is to help the student improve his/her skills before graduation.
4. If applicable, please provide comments regarding the student's writing ability.

5. If applicable, please provide comments regarding the student's critical thinking skills?

6. If applicable, please provide comments regarding the student's ability to follow directions and work with minimal supervision.

7. If applicable, please provide comments regarding the student's time management skills.

8. Please provide any other comments you feel are necessary to help Oklahoma State University's School of Media & Strategic Communication prepare its students for internships and the workforce.

9. What software was the student expected to know prior to beginning the internship?

10. Was the intern paid for this internship? If so, what was the hourly wage?

**Skill and Knowledge Evaluation**

The student intern has not yet completed degree requirements for graduation. Bearing this in mind, please rate her/him on the list of skills below. Use the ranking scale that follows and place the appropriate mark by each item: "NA" = not applicable, "F" = unsatisfactory, "D" = Fair, "C" = Good, "B" = Very Good, "A" = excellent.

(NOTE: It is important that the "Evaluator" review this evaluation with the student before submitting it to the supervising instructor.)

	Not Applicable	Unsatisfactory (F)	Fair (D)	Good (C)	Very good (B)	Excellent (A)
		F	D	C	B	A
1. Understands the fundamental communications challenges in specific assignments.						
2. Recognizes target audiences and can direct communication to them effectively.						
3. Thinks creatively with assignments.						
4. Writes with appropriate style.						
5. Writing skills.						
6. Attention to details.						
7. Ability to deal with ideas.						
8. Overall ability to visualize situations.						
9. Computer skills.						
10. Photography skills.						
11. Design and layout skills.						
12. Interpersonal skills.						
13. Other						

**Recommended Internship Grade (please circle one grade):**     A    B    C    D    F

The following are the overall learning outcomes expected of all graduates from the School of Media & Strategic Communications. These reflect the core values and competencies specified by The Accrediting Council for Journalism and Mass Communication as expected of all graduates of an accredited program. This part of the evaluation is intended to assist us in improving our program to better facilitate these outcomes.

**On a scale from one to seven**, please indicate to what extent you believe the student demonstrates the following characteristics. Some of these may not be applicable, but we are interested in the skills and abilities you have observed while the student worked under your supervision.

To what extent does the intern demonstrate the following characteristics?	Not applicable	Not demonstrated	Demonstrated only slightly	Demonstrated occasionally	Demonstrated but needs work	Demonstrated well	Expertly demonstrated
	1	2	3	4	5	6	7
1. An understanding of the relevant constitutional freedoms, legal issues and ethical principles in mass communications.							
2. An understanding of the relevance of human diversity in mass communications.							
3. An understanding of the history and social role of mass communications.							
4. Critical, creative and individual thinking.							
5. An understanding of the relevant theories and concepts of mass communications.							
6. An understanding of the methods and techniques of research and information gathering.							
7. Appropriate writing, editing and production techniques in mass communications.							
8. An understanding of relevant planning and management methods in mass communications.							

Thank you for giving an OSU student the opportunity to work with you and your organization. If you would like to post an open job or internship opportunity on our student page, please send a description to [gina.noble@okstate.edu](mailto:gina.noble@okstate.edu)